

Academic Advising Student Staff

The Student Success Center in the College of Business is seeking a customer service minded student to fill a student staff position. Successful candidates will start employment in May.

The Student Success Center aids all students, faculty and visitors within the college. The student staff position fulfills two primary roles, as a front-desk student worker and as an advising assistant. Student staff members serve as a frontline resource for the Student Success Center and work very closely with the professional academic advisors in the college and are successful and experienced students in the business program.

The student staff position is year round and provides flexible working hours around student's class schedule. Students interested in applying must be available for the K-State freshmen orientation and enrollment program throughout the month of June and are available to work during some of fall, winter and spring breaks.

Minimum Requirements and Qualifications:

- Current K-State College of Business student at time of application
- Strong communication skills (written and verbal)
- Working Knowledge of Microsoft Office programs
- Cumulative GPA of at least a 2.5
- Must be able to maintain confidentiality
- Able to give at least 1 year commitment to the position
- Available to work summer 2017

Preferred Qualifications:

- Knowledge of KSIS, DARS and the enrollment process
- Strong knowledge of College of Business curriculum, programs and activities
- Completed or currently enrolled in GENBA 101 Business Orientation, GENBA 110 Business Foundations and GENBA 166 IT Skills Proficiency
- Qualify for Federal Work-Study funding, <http://www.k-state.edu/sfa/federalworkstudy/>

Compensation: \$8.00 per hour.

Hours: 15 hours a week. To be assigned during office hours. M-F 8 am-5 pm

Job Responsibilities include:

- Fulfill office functions: answer phones, respond to emails, distribute mail, tidy office space, organize workroom, data entry, copying and filing, maintain student records, schedule advising appointments
- Support office staff on projects
- Follow directions and complete assignments in a timely manner
- Assist students in one-on-one session with KSIS, DARS, and the enrollment process
- Assist students with creating a draft long range plan and other assignments in GENBA 101 Business Orientation
- Provide information about the program to students in GENBA 110 Business Foundations, Transfer student and other events
- Attend training meetings and perform duties as assigned.

If you are interested in joining a fun and exciting work environment, fill out the online application by following the link below.

https://kstate.qualtrics.com/SE/?SID=SV_2atVsQAke8wcSXz

Applications are due by 5pm on Friday, March 31, 2017.

For more information, please contact Michelle Morgan, Office Manager, or Miranda Cook, Grad Assistant, at cbastusv@ksu.edu